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DCI/IC-73-0333

Executive Registry

73-2052

24 April 1973

MEMORANDUM FOR: See Distribution

SUBJECT : New Format of Memoranda for Approval of the
DCI, DDCI, and Executive Secretary, CIA
Management Committee

1. I think all of us would agree that paper destined for the approval
of the Director, Deputy Director, or the undersigned is unnecessarily
complicated by format, organization, and verbiage. Attached is a new
format for such correspondence, which has been used on a very modest
scale in the past. The Director has approved our experimentation with
this new approach, and I hope you will find it more effective.

2. Speaking of paper, any memorandum or document you forward
for Management Committee review or action will be distributed to other
interested members and components by this office. As you know, we will
assign a Management Committee Action (MCA) number to it, which is
merely shorthand for the topic under review. Please forward Management
Committee action papers in sufficient copies for distribution to each mem-
ber.

W. E. Colby
Executive Secretary
CIA Management Committee

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SAMPLE FORMAT

MEMORANDUM FOR   Director of Central Intelligence

VIA   : (Deputy Director of Central Intelligence,
                     Executive Secretary, CIA Management
                     Committee, or both)

FROM   : (As Appropriate)

SUBJECT   : (As Appropriate)

1. Action Requested: Summarize in a few sentences what it is
you wish the addressee to do, i. e., approve a continuing contract, re-
tirement extension, marriage to an alien, etc.

2. Basic Data or Background: Summarize the essential elements
of information pertaining to the action.

3. Staff Position: Indicate the approval or position of the Office
or Division in your chain of command. Leave a few lines for entry of
senior staff comment, i. e., OGC, OLC, IG, D/PPB, D/DCI/IC, etc.

4. Recommendation: (Self-explanatory)

                                        (Name) _____

                                        Deputy Director for (Directorate)

APPROVED: _____

DISAPPROVED: _____

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